



CALIFORNIA EMERGENCY MANAGEMENT AGENCY

GRANT MANAGEMENT MEMORANDUM 2010-16

Date: October 07, 2010

To: Urban Areas Security Initiative (UASI) Nonprofit Security Grant Program (NSGP)

From: Infrastructure Protection Grants Section (IPGS)

RE: Fiscal Year 2010 NSGP Grant Documents Workshop

The California Emergency Management Agency (Cal EMA) is pleased to announce upcoming workshops to aid Nonprofit Security Grant Program (NSGP) subgrantees with completing the necessary documents, including the Financial Management Forms Workbook (FMFW), in order to subsequently receive a Cal EMAFY2010 NSGP Award Letter.

Nonprofit Security Grant Program (NSGP) Workshop Locations:

Santa Ana, California

Tuesday October 19, 2010

11:00 a.m. – 1 p.m.

Santa Ana Police Department

60 Civic Center Plaza

Santa Ana, CA 92702

MAPQUEST USERS PLEASE USE: 1020 W Civic Center Plaza, Santa Ana, CA 92702

Dublin, California

Thursday October 21, 2010

10 a.m. – 12:00 Noon

Office of Emergency Services

4985 Broder Blvd.

Dublin, CA 94568



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Workshop Agenda

The workshops will be conducted for approximately two hours and will include a presentation and question and answer session. Attendees will learn how to successfully complete and submit required documentation regarding their FY 2010 NSGP Grant. This will include:

- How to effectively fill out the Financial Management Forms Workbook (FMFW): A Microsoft Excel spreadsheet that tracks grant expenditures.
- Governing Body Resolution: A document from an organization's governing body that accepts the grant award and assigns one or more Authorized Agents to sign for the grant.
- Grant Assurances: An agreement to abide by Federal and State regulations when using grant funds.
- STD204/Payee Data Record: A form used to assign an organization a Federal Information Processing Standard (FIPS) number.
- Environmental Planning and Historic Preservation required documents.
- How to avoid common mistakes.
- Subgrantee's grant management responsibilities.

***To RSVP for one of the workshops and to receive your documentation for the meeting, please contact your program representatives Alice.Cedillo@calema.ca.gov.**

*****On the Day of each workshop, please contact Infrastructure Protection Grants Section Chief Ms. Renee Mota-Jackson at (916) 261-4542 or Renee.Jackson@calema.ca.gov for any questions or concerns. This will be the only contact person on the Day of Workshop.**

Sincerely,

RENEE A.MOTA-JACKSON
Section Chief
Office of Grants Management
Homeland Security, Prop1B and Emergency Management Branch
Infrastructure Protections Grants Section